

# Village of Illiopolis, IL

Return To: Village Clerk  
302 5<sup>th</sup> Street  
P.O. Box 299  
Illiopolis, IL 62539

## Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Date\_\_\_\_\_

Last name\_\_\_\_\_ First name\_\_\_\_\_ Middle initial\_\_\_\_\_

Street Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Telephone\_\_\_\_\_ Cell Phone\_\_\_\_\_

Position applied for\_\_\_\_\_

How did you hear of this opening?\_\_\_\_\_

When can you start? \_\_\_\_\_ Desired wage \$\_\_\_\_\_

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.) ☐ Yes ☐ No

Are you looking for full-time employment? ☐ Yes ☐ No

If no, what hours are you available? \_\_\_\_\_

Are you willing to work swing shift? ☐ Yes ☐ No

Are you willing to work graveyard? ☐ Yes ☐ No

Have you ever been convicted of a felony? (This will not necessarily affect your application.)

☐ Yes ☐ No

If yes, please describe conditions. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Application for Employment (Continued)**

Company Name\_\_\_\_\_

Address\_\_\_\_\_Telephone\_\_\_\_\_

Date Started\_\_\_\_\_ Starting Wage\_\_\_\_\_ Starting Position\_\_\_\_\_

Date Ended\_\_\_\_\_ Ending Wage\_\_\_\_\_ Ending Position\_\_\_\_\_

Name of Supervisor\_\_\_\_\_

May we contact? \_\_\_Yes \_\_\_No

Responsibilities\_\_\_\_\_

\_\_\_\_\_

Reason for leaving\_\_\_\_\_

\_\_\_\_\_

Company Name\_\_\_\_\_

Address\_\_\_\_\_Telephone\_\_\_\_\_

Date Started\_\_\_\_\_ Starting Wage\_\_\_\_\_ Starting Position\_\_\_\_\_

Date Ended\_\_\_\_\_ Ending Wage\_\_\_\_\_ Ending Position\_\_\_\_\_

Name of Supervisor\_\_\_\_\_

May we contact? \_\_\_Yes \_\_\_No

Responsibilities\_\_\_\_\_

\_\_\_\_\_

Reason for leaving\_\_\_\_\_

Attach additional information if necessary.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment at this company is "at will," which means that either I or the Village of Illiopolis can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I hereby acknowledge that I have read and understand the above statements.

Signature\_\_\_\_\_Date\_\_\_\_\_